

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH SYSTEM OF CARE BUREAU**

VACANCY ANNOUNCEMENT

MENTAL HEALTH CLINICAL PROGRAM HEAD

The Augustus F. Hawkins Family Mental Health Center (AFHFMC), located in the Watts/Willowbrook Community in Service Area 6, is seeking to fill a full time position for a Mental Health Clinical Program Head in the Family Focused Outpatient Programs.

Under the direction of the Mental Health Clinical District Chief, the professional selected for this position will be responsible for the clinical and administrative oversight and management of the family focused multidisciplinary staff serving, adults, older-adults, children, and transition-age youth consumers and families.

ESSENTIAL JOB DUTIES:

- Clinical and administrative oversight of outpatient programs, including the assignment and monitoring of special projects
- Develop reporting procedures to ensure that statistical data concerning the program is reported accurately and in a timely manner
- Maximize resources by employing a team-based service delivery system
- Enthusiastically embrace the recovery model promoting hope, healing, and empowerment for clients
- Maintain and continue to develop a strong customer service component
- Represent the mental health services programs in meetings with other County departments, and community agencies Maintain current clinic policies and procedures
- Investigate concerns surrounding the program from clients and the public in conjunction with Patient Rights Advocacy Division
- Providing leadership to a multidisciplinary team in a busy walk-in clinic
- Collaborate and become a responsive member of a large service area management team
- Other duties as assigned

DESIRABLE QUALIFICATIONS: Seeking a highly motivated, self-directed, and committed professional with excellent leadership, organizational, interpersonal, and oral and written communications skills. Must be reliable, and have the ability to work efficiently with others in a fast-paced environment.

Individuals interested in a lateral transfer should submit detailed CV/resume, last 2 years of performance evaluations and master time sheets, along with letter of interest no later than **Friday, April 18, 2014.**

Elena Farias, Ph.D., LCSW, District Chief
1720 E. 120th Street
Los Angeles, CA 90059
310-668-3962

Only the most qualified individuals, based on material submitted, will be scheduled for an interview.

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN EQUAL OPPORTUNITY EMPLOYER
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH**